

# AREA MANAGEMENT EVALUATION

## FORMS AND REPORTS

CHP 453L (Rev. 5-06) OPI 009

AREA	DIVISION	NUMBER
Planning and Analysis	050	11
EVALUATED BY	DATE	
Brian Odin	10/15/2009	

**INSTRUCTIONS:** Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Correction Report BY _____	COMMANDER'S REVIEW  DATE _____

### 1. FIELD OFFICER REPORTS

EVALUATED Brian Odin	ACTION REQUIRED None	CORRECTED
-------------------------	-------------------------	-----------

a. Are there guidelines for the review of Field Officer Reports? ☐ Yes ☐ No

(1) Are supervisors informed/aware of deficiencies? ☐ Yes ☐ No

(2) Are review levels appropriate? ☐ Yes ☐ No

(a) Is the amount of time spent reviewing documents in balance with the need for document accuracy? ☐ Yes ☐ No

b. Processing and flow appropriate? ☐ Yes ☐ No

(1) Is the flow of office paperwork efficient? ☐ Yes ☐ No

(a) Is the office filing system clear to supervisors? ☐ Yes ☐ No

(b) Is there a proper system for re-filing documents? ☐ Yes ☐ No

(2) Is there an organized system for submission of reports by officers? ☐ Yes ☐ No

(a) Is there an efficient system for handling incomplete reports? ☐ Yes ☐ No

(b) Are officers performing tasks which are more appropriately handled by clerical personnel? ☐ Yes ☐ No

c. Are traffic collision reports carefully reviewed? ☐ Yes ☐ No

(1) Who is assigned review responsibility?

(a) Are review standards appropriate? ☐ Yes ☐ No

(b) Is coding proper? Is there an inordinate percentage of causes coded as unknown, other than driver, or other improper driving? ☐ Yes ☐ No

(2) Are procedures in place to ensure issuance of CHP 170, Notice to Victims of Violent Crimes? ☐ Yes ☐ No

(3) What is the percentage of investigations that result in enforcement action?

(a) Are controls on accident investigation-related citations appropriate? ☐ Yes ☐ No

(b) General acceptance by the court and district attorney? ☐ Yes ☐ No

(4) Procedures for sale of report/photographs clearly understood by office personnel? ☐ Yes ☐ No

(a) Are copies of HPM 110.5, Collision Investigation Manual, revised as required? ☐ Yes ☐ No

(b) Is there a clear understanding of "party of interest" as related to the sale of investigation reports? ☐ Yes ☐ No

## AREA MANAGEMENT EVALUATION

### FORMS AND REPORTS

CHP 453L (Rev. 5-06) OPI 009

d. Do employees have a clear understanding of when CHP 268, Potential Civil Litigation Report, is required? ☒ Yes ☐ No

(1) Are incidents adequately investigated/reported? ☐ Yes ☐ No

(2) Is the form reviewed/signed by the supervisor and commander? ☐ Yes ☐ No

(3) Is there a proper distribution of the completed form? ☐ Yes ☐ No

e. Who reviews arrest reports, CHP 202s, Driving Under the Influence Arrest-Investigation Report, and CHP 216s, Arrest-Investigation Report?

(1) Does the quality of review ensure acceptance by the court and district attorney? ☐ Yes ☐ No

(2) How are necessary corrections handled?

f. Who reviews enforcement documents?

(1) Are accountability procedures for CHP 215s, Notice to Appear, effective? ☐ Yes ☐ No

(2) Are books checked out in numerical order? ☐ Yes ☐ No

(3) Who is responsible for the assignment log for CHP 215s, Notice to Appear?

(4) Do employees understand policy as it relates to dismissal and voiding of enforcement documents? ☐ Yes ☐ No

(5) Is there a bulletin board for employee association items? ☐ Yes ☐ No

(a) Are proper procedures followed? ☐ Yes ☐ No

g. Who reviews activity reports?

(1) Are CHP 415s, Daily Field Record, legible? ☐ Yes ☐ No

(2) Accurate? ☐ Yes ☐ No

(3) Are comparison evaluations done with enforcement documents and accident investigations? ☐ Yes ☐ No

## 2. TIMEKEEPING

EVALUATED

ACTION REQUIRED

CORRECTED

a. Is the error level for CHP 415s, Daily Field Record, within reasonable limits? ☐ Yes ☐ No

(1) What are the causes of the errors?

(2) What corrections are needed?

(3) Who is responsible for entering timekeeping information into MIS?

(a) Has anyone else been cross-trained for this function? ☐ Yes ☐ No

b. Is the error level for CHP 71s, Attendance Report, acceptable? ☒ Yes ☐ No

(1) How often during the past year has Personnel Services Section notified Area of a needed correction? Six

(2) What method is used for employees to record their own timekeeping during the month? CHP 71's

Errors in calculating annual leave hours, personnel has informed staff when to add additional hours and when not to for holidays.

## AREA MANAGEMENT EVALUATION

### FORMS AND REPORTS

CHP 453L (Rev. 5-06) OPI 009

(a) Who reviews CHP 71s, Attendance Report, for accuracy? Lieutenant, Chiefs and Assistant Commissioner

(b) Is anyone cross-trained for this function?

☒ Yes ☐ No

#### 3. ADMINISTRATIVE REPORTS

EVALUATED  
10/15/2009

ACTION REQUIRED  
None

CORRECTED

a. Is a system in place for collecting required data and ensuring reports are submitted by reporting deadlines?

☒ Yes ☐ No

b. Who is responsible for meeting report deadlines? Lieutenant and Chiefs

c. Is a suspense system in place to facilitate completion prior to due date?

☒ Yes ☐ No

#### 4. LOCAL FORMS

EVALUATED  
10/15/2009

ACTION REQUIRED  
None

CORRECTED

a. Are forms limited to necessary repetitive, routine office functions which are unique to the Area?

☒ Yes ☐ No

b. Is the collected information necessary for improved efficiency and effectiveness?

☒ Yes ☐ No

c. Could forms be adopted for Department-wide use?

☐ Yes ☒ No

d. Is the supply adequate?

☒ Yes ☐ No

e. Is a local forms log maintained by Area?

☒ Yes ☐ No

f. How are local forms reproduced (locally vs. Headquarters)?

g. Are local forms sent to Headquarters as per policy?

☒ Yes ☐ No

h. Are forms properly numbered?

☒ Yes ☐ No

# AREA MANAGEMENT EVALUATION

## FORMS AND REPORTS

CHP 453L (Rev. 5-06) OPI 009

AREA Special Projects Sect.	DIVISION Planning and Analysis	NUMBER Chapter 11
EVALUATED BY Lt. Dana Sampson		DATE 10/09/2009

**INSTRUCTIONS:** Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE 10/09/2009	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Correction Report BY _____	COMMANDER'S REVIEW DATE _____
<b>1. FIELD OFFICER REPORTS</b>		EVALUATED 10/09/2009	ACTION REQUIRED No CORRECTED

a. Are there guidelines for the review of Field Officer Reports? ☐ Yes ☐ No

(1) Are supervisors informed/aware of deficiencies? ☐ Yes ☐ No

(2) Are review levels appropriate? ☐ Yes ☐ No

(a) Is the amount of time spent reviewing documents in balance with the need for document accuracy? ☐ Yes ☐ No

b. Processing and flow appropriate? ☐ Yes ☐ No

(1) Is the flow of office paperwork efficient? ☐ Yes ☐ No

(a) Is the office filing system clear to supervisors? ☐ Yes ☐ No

(b) Is there a proper system for re-filing documents? ☐ Yes ☐ No

(2) Is there an organized system for submission of reports by officers? ☐ Yes ☐ No

(a) Is there an efficient system for handling incomplete reports? ☐ Yes ☐ No

(b) Are officers performing tasks which are more appropriately handled by clerical personnel? ☐ Yes ☐ No

c. Are traffic collision reports carefully reviewed? ☐ Yes ☐ No

(1) Who is assigned review responsibility?

(a) Are review standards appropriate? ☐ Yes ☐ No

(b) Is coding proper? Is there an inordinate percentage of causes coded as unknown, other than driver, or other improper driving? ☐ Yes ☐ No

(2) Are procedures in place to ensure issuance of CHP 170, Notice to Victims of Violent Crimes? ☐ Yes ☐ No

(3) What is the percentage of investigations that result in enforcement action?

(a) Are controls on accident investigation-related citations appropriate? ☐ Yes ☐ No

(b) General acceptance by the court and district attorney? ☐ Yes ☐ No

(4) Procedures for sale of report/photographs clearly understood by office personnel? ☐ Yes ☐ No

(a) Are copies of HPM 110.5, Collision Investigation Manual, revised as required? ☐ Yes ☐ No

(b) Is there a clear understanding of "party of interest" as related to the sale of investigation reports? ☐ Yes ☐ No

## AREA MANAGEMENT EVALUATION

### FORMS AND REPORTS

CHP 453L (Rev. 5-06) OPI 009

d. Do employees have a clear understanding of when CHP 268, Potential Civil Litigation Report, is required? ☒ Yes ☐ No

(1) Are incidents adequately investigated/reported? ☒ Yes ☐ No

(2) Is the form reviewed/signed by the supervisor and commander? ☒ Yes ☐ No

(3) Is there a proper distribution of the completed form? ☒ Yes ☐ No

e. Who reviews arrest reports, CHP 202s, Driving Under the Influence Arrest-Investigation Report, and CHP 216s, Arrest-Investigation Report? N/A

(1) Does the quality of review ensure acceptance by the court and district attorney? ☐ Yes ☐ No

(2) How are necessary corrections handled?

f. Who reviews enforcement documents? N/A

(1) Are accountability procedures for CHP 215s, Notice to Appear, effective? ☐ Yes ☐ No

(2) Are books checked out in numerical order? ☐ Yes ☐ No

(3) Who is responsible for the assignment log for CHP 215s, Notice to Appear?

(4) Do employees understand policy as it relates to dismissal and voiding of enforcement documents? ☐ Yes ☐ No

(5) Is there a bulletin board for employee association items? ☒ Yes ☐ No

(a) Are proper procedures followed? ☒ Yes ☐ No

g. Who reviews activity reports? Sergeants and Manager

(1) Are CHP 415s, Daily Field Record, legible? ☒ Yes ☐ No

(2) Accurate? ☒ Yes ☐ No

(3) Are comparison evaluations done with enforcement documents and accident investigations? ☐ Yes ☐ No

## 2. TIMEKEEPING

EVALUATED  
10/09/2009

ACTION REQUIRED  
Yes

CORRECTED  
Ongoing

a. Is the error level for CHP 415s, Daily Field Record, within reasonable limits? ☒ Yes ☐ No

(1) What are the causes of the errors? Minor typing errors are made occasionally (wrong shift start times, for example).

(2) What corrections are needed? Minor errors, such as entering incorrect shift start time, happen periodically. Corrections are addressed at that time.

(3) Who is responsible for entering timekeeping information into MIS? Supervisors/manager who approve the electronic 415s.

(a) Has anyone else been cross-trained for this function? ☐ Yes ☒ No

b. Is the error level for CHP 71s, Attendance Report, acceptable? ☐ Yes ☒ No

(1) How often during the past year has Personnel Services Section notified Area of a needed correction? 57

(2) What method is used for employees to record their own timekeeping during the month? Nonuniform complete CHP 71s and submit to supervisor for approval. 71s are then checked by OT; approved by commander.

## AREA MANAGEMENT EVALUATION

### FORMS AND REPORTS

CHP 453L (Rev. 5-06) OPI 009

(a) Who reviews CHP 71s, Attendance Report, for accuracy? Immediate supervisors and managers and OT.

(b) Is anyone cross-trained for this function?

☒ Yes ☐ No

#### 3. ADMINISTRATIVE REPORTS

EVALUATED  
10/09/2009

ACTION REQUIRED  
No

CORRECTED

a. Is a system in place for collecting required data and ensuring reports are submitted by reporting deadlines?

☒ Yes ☐ No

b. Who is responsible for meeting report deadlines? Administrative Officer and Commander

c. Is a suspense system in place to facilitate completion prior to due date?

☒ Yes ☐ No

#### 4. LOCAL FORMS

EVALUATED  
10/09/2009

ACTION REQUIRED  
No

CORRECTED

a. Are forms limited to necessary repetitive, routine office functions which are unique to the Area?

☒ Yes ☐ No

b. Is the collected information necessary for improved efficiency and effectiveness?

☒ Yes ☐ No

c. Could forms be adopted for Department-wide use?

☐ Yes ☒ No

d. Is the supply adequate?

☒ Yes ☐ No

e. Is a local forms log maintained by Area?

☒ Yes ☐ No

f. How are local forms reproduced (locally vs. Headquarters)? The only local form used is the 052-1 Special Projects Section route slip.

Requests for reproduction are sent to the Reproductions Unit.

g. Are local forms sent to Headquarters as per policy?

☐ Yes ☐ No

h. Are forms properly numbered?

☒ Yes ☐ No

# AREA MANAGEMENT EVALUATION

## FORMS AND REPORTS

CHP 453L (Rev. 5-06) OPI 009

AREA	DIVISION	NUMBER
Research & Planning	Planning & Analysis	
EVALUATED BY	DATE	
Sgt. Valdez	09/29/2009	

**INSTRUCTIONS:** Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE 9/29/2009	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Correction Report BY _____	COMMANDER'S REVIEW
			DATE

### 1. FIELD OFFICER REPORTS

EVALUATED 9/29/2009	ACTION REQUIRED None	CORRECTED
------------------------	-------------------------	-----------

a. Are there guidelines for the review of Field Officer Reports?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are supervisors informed/aware of deficiencies?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are review levels appropriate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the amount of time spent reviewing documents in balance with the need for document accuracy?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Processing and flow appropriate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is the flow of office paperwork efficient?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the office filing system clear to supervisors?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Is there a proper system for re-filing documents?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there an organized system for submission of reports by officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is there an efficient system for handling incomplete reports?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are officers performing tasks which are more appropriately handled by clerical personnel?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
c. Are traffic collision reports carefully reviewed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Who is assigned review responsibility?		
(a) Are review standards appropriate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Is coding proper? Is there an inordinate percentage of causes coded as unknown, other than driver, or other improper driving?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are procedures in place to ensure issuance of CHP 170, Notice to Victims of Violent Crimes?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) What is the percentage of investigations that result in enforcement action?		
(a) Are controls on accident investigation-related citations appropriate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) General acceptance by the court and district attorney?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Procedures for sale of report/photographs clearly understood by office personnel?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are copies of HPM 110.5, Collision Investigation Manual, revised as required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Is there a clear understanding of "party of interest" as related to the sale of investigation reports?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## AREA MANAGEMENT EVALUATION

### FORMS AND REPORTS

CHP 453L (Rev. 5-06) OPI 009

d. Do employees have a clear understanding of when CHP 268, Potential Civil Litigation Report, is required? ☒ Yes ☐ No

(1) Are incidents adequately investigated/reported? ☒ Yes ☐ No

(2) Is the form reviewed/signed by the supervisor and commander? ☒ Yes ☐ No

(3) Is there a proper distribution of the completed form? ☒ Yes ☐ No

e. Who reviews arrest reports, CHP 202s, Driving Under the Influence Arrest-Investigation Report, and CHP 216s, Arrest-Investigation Report? N/A

(1) Does the quality of review ensure acceptance by the court and district attorney? ☐ Yes ☐ No

(2) How are necessary corrections handled?

f. Who reviews enforcement documents?

(1) Are accountability procedures for CHP 215s, Notice to Appear, effective? ☒ Yes ☐ No

(2) Are books checked out in numerical order? ☒ Yes ☐ No

(3) Who is responsible for the assignment log for CHP 215s, Notice to Appear?

(4) Do employees understand policy as it relates to dismissal and voiding of enforcement documents? ☒ Yes ☐ No

(5) Is there a bulletin board for employee association items? ☒ Yes ☐ No

(a) Are proper procedures followed? ☒ Yes ☐ No

g. Who reviews activity reports? Sergeants

(1) Are CHP 415s, Daily Field Record, legible? ☒ Yes ☐ No

(2) Accurate? ☒ Yes ☐ No

(3) Are comparison evaluations done with enforcement documents and accident investigations? ☐ Yes ☐ No

## 2. TIMEKEEPING

EVALUATED

Yes

ACTION REQUIRED

None

CORRECTED

a. Is the error level for CHP 415s, Daily Field Record, within reasonable limits? ☒ Yes ☐ No

(1) What are the causes of the errors?

(2) What corrections are needed?

(3) Who is responsible for entering timekeeping information into MIS? Staff Services Manager II

(a) Has anyone else been cross-trained for this function? ☒ Yes ☐ No

b. Is the error level for CHP 71s, Attendance Report, acceptable? ☒ Yes ☐ No

(1) How often during the past year has Personnel Services Section notified Area of a needed correction? eight

(2) What method is used for employees to record their own timekeeping during the month? CHP 71's and CHP 415's



## AREA MANAGEMENT EVALUATION

### FORMS AND REPORTS

CHP 453L (Rev. 5-06) OPI 009

(a) Who reviews CHP 71s, Attendance Report, for accuracy? Sergeants/Managers

(b) Is anyone cross-trained for this function?

☒ Yes ☐ No

#### 3. ADMINISTRATIVE REPORTS

EVALUATED  
9/29/2009

ACTION REQUIRED  
None

CORRECTED

a. Is a system in place for collecting required data and ensuring reports are submitted by reporting deadlines?

☒ Yes ☐ No

b. Who is responsible for meeting report deadlines?

c. Is a suspense system in place to facilitate completion prior to due date?

☒ Yes ☐ No

#### 4. LOCAL FORMS

EVALUATED  
9/29/2009

ACTION REQUIRED  
None

CORRECTED

a. Are forms limited to necessary repetitive, routine office functions which are unique to the Area?

☒ Yes ☐ No

b. Is the collected information necessary for improved efficiency and effectiveness?

☒ Yes ☐ No

c. Could forms be adopted for Department-wide use?

☐ Yes ☒ No

d. Is the supply adequate?

☒ Yes ☐ No

e. Is a local forms log maintained by Area?

☒ Yes ☐ No

f. How are local forms reproduced (locally vs. Headquarters)? Locally

g. Are local forms sent to Headquarters as per policy?

☒ Yes ☐ No

h. Are forms properly numbered?

☒ Yes ☐ No